



DEPARTMENT OF THE ARMY
HEADQUARTERS, 34TH SUPPORT GROUP
UNIT #15333
APO AP 96205-0177

REPLY TO
ATTENTION OF:

EANC-SA-CPAC

25 November 2002

COMMAND POLICY #11-1

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Nonappropriated Fund (NAF) Recruitment Authority


1. **REFERENCE:** Nonappropriated Fund Personnel System Modernization (First Revision), HQDA, WASHINGTON, DC, 26 August 2002.
2. **PURPOSE:** To establish the 34th Support Group Policy on NAF recruitment.
3. **APPLICABILITY:** This policy applies to all managers and supervisors of U.S. citizen NAF employees employed by the 34th Support Group.
4. **GENERAL:** In order to ensure all of the requirements of equal employment opportunity are met, para 3e.(2) of reference above is modified as follows:
 - a. Local Vacancy Announcements will be prepared in accordance with Encl 1.
 - b. Managers must submit copy of announcement to Seoul Civilian Personnel Advisory Center (SCPAC) for posting as deemed appropriate. Vacancies must be publicized a minimum of 5 workdays.
 - c. Prior to final selection the selecting official must determine from the CPAC if there are eligible, special consideration candidates (PCC), Spouse Employment Preference (SEP), or Involuntarily Separated Military (ISM) candidates that must be considered and selected for the position. Upon compliance with the preference requirement, the tentative selection may be made and the CPAC notified of the selection by annotating the NAF Referral and Selection List, DA Form 4905-R. The individual must be in-processed by the CPAC prior to reporting for duty.
 - d. DA Form 4017 must be on hand in Civilian Personnel Advisory Center (CPAC) prior to making final offer.
5. Proponent for this policy is the Civilian Personnel Advisory Center, 738-5009.

EANC-SA-CPA

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6. This policy memorandum supersedes any previous policy, subject as above.

**1 Encl
as**


**STEVE T. WILBERGER
COL, QM
Commanding**

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VACANCY ANNOUNCEMENT

AREA II, Seoul Civilian Personnel Advisory Center, US NAF Section, 34th Support Group, Seoul, Korea,

AN EQUAL OPPORTUNITY EMPLOYER

ANNOUNCEMENT NUMBER:

OPENING DATE:

POSITION:

CLOSING DATE:

SERIES & GRADE:

WORK SCHEDULE: Flexible or Part time or Full time

SALARY: \$ to \$ Per Hour (salary is subject to negotiation during selection process.)

DUTY LOCATION:

AREA OF CONSIDERATION: Korea-Wide, all U.S. Citizens. Applications will be accepted from all locally available U.S. citizens, but appointment to positions can be made only to U.S. applicants who are not ordinarily resident in the Republic of Korea. Only those individuals eligible for appointment will be considered.

NOTE: All applicants in Korea must complete the Local Applicant Questionnaire. No position offer may be made until it has been determined that the select is not an ordinarily resident.

NOTE: Active duty military members who are not within 60 days of discharge are not considered available for employment. Documentation must be provided by the military member's Personnel Service Center that a separation/retirement date has been approved under honorable conditions. The approved date must be within 60 days of the closing date of the vacancy announcement

MAJOR DUTIES:

QUALIFICATION REQUIREMENTS:

HOW TO APPLY:

- (1) All applications must be submitted on a DA Form 3433 & 3433-1 or DA Form 3433-1 & 2 with an original signature. SF-171, OF 612, resumes or electronic submissions can not be accepted.
- (2) NAF priority consideration candidates must attach their DA Form 3434 showing the type of action and effective date of separation. Current/Former NAF employees must attach a copy of their latest DA Form 3434 showing their type of appointment verifying the probationary period served.
- (3) Current APF employees must attach a copy of their latest SF-50 showing their current type of appointment and verification of competitive status.
- (4) Applicants who are retired/discharged from the U.S. Military, must submit a copy 4 of DD Form 214.
- (5) Veterans claiming Veteran's Preference must also submit Form SF-15 and required supporting documents.

- (6) Family members of US military personnel and DOD Civilian sponsors must submit a copy of their sponsor's travel orders to verify eligibility for preference.
- (7) Off duty military personnel must attach to their application a letter from their Commander which authorizes off duty work.
- (8) Substitution of Education for Experience or Positive Education Requirements: When education is a firm requirement or is being substituted for experience, as allowed, a copy of the college transcripts must be included with the application for employment.
- (9) All applicants must attach a Xerox copy of their passport showing their current legal Visa status in Korea.
- (10) When certificate(s) related to job is/are required, copies of certificate(s) must be submitted.

FAILURE TO ADHERE TO THE ABOVE ITEMS RESULT IN YOUR APPLICATION NOT BEING CONSIDERED.

SELECTION PRIORITIES FOR NF-3 AND BELOW AND ALL PREVAILING RATE POSITIONS:

1. Priority Consideration Candidate (PCC)
2. Spouse employment preference (SEP): Spouse of Military personnel assigned to Korea married prior to sponsor's PCS to Korea *
3. Involuntary separated members (ISM)
4. Family member of military or DOD civilian assigned to Korea who is eligible for family member preference (FM)
5. Off-Duty Military (ODM) * Must have a letter from Unit Commander authorizing Off-duty employment.
6. Current and Former NAF employees (CNE/FNE)
7. Outside Applicant Veteran (OAV)
8. Outside Applicant Non-Veteran (OANV)

***SEP PREFERENCE MUST BE REQUESTED AT TIME OF APPLICATION BY PRINTING SEP/MSP ON TOP OF THE APPLICATION ***

WHERE TO APPLY: Applications must be mailed to Seoul civilian Personnel Advisory Center to: HQ, 34th SG, Seoul CPAC, ATTN: EANC-SA-CPAC (NAF), Unit #15333, APO AP 96205-0177. Applicants may also be submitted in person to the Seoul CPAC, Building 4314 (South Post), Room 501.

FAILURE TO SUBMIT ALL REQUIRED DOCUMENTS MAY RESULT IN YOUR APPLICATION NOT BEING CONSIDERED.

OTHER ESSENTIAL INFORMATION:

1. Male candidates who are between 18 and 26 years of age will be required to submit proof of registration with the Selective Service System or proof of exemption.
2. Candidates eligible for preference such as veteran preference, military spouse preference, priority repromotion consideration, etc., must submit proof of eligibility and will be accorded consideration in the appropriate order as established by law, regulation and/or policy.
3. Benefits and allowances afforded in Korea are administered by the Department of State and are subject to change of any time without advance notification.

DOD NONAPPROPRIATED FUND UNSTRUCMENTALITIES ARE EQUAL OPPORTUNITY EMPLOYERS. ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION FOR APPOINTMENT WITHOUT REGARD TO RACE, COLOR, NATIONAL ORIGIN, SEX, AGE, RELIGION, POLITICAL AFFILIATIONS, MEMBERSHIP OR NONMEMBERSHIP IN AN EMPLOYEES ORGANIZATION, PHYSICAL/MENTAL HANDICAP THAT DOES NOT INTERFERE WITH THE ACCOMPLISHMENT OF THE JOB, OR ANY OTHER NONMERIT FACTOR.

The Department of the Army NAF provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the servicing NAF civilian personnel unit. Requests for reasonable accommodation are made on a case by case basis.

WHISTLEBLOWER PROTECTION: Applicants for employment are protected from reprisal in making protected disclosures. Complaints may be referred to MER Branch at CPAC.

For further information regarding this announcement, please call 738-3605/3630.